Accelerate to Leadership

Recruitment Process and Checklist

# Scope

This procedure outlines the recruitment process for an Accelerate to Leadership placement.

Hiring Manager can use this document as a checklist.

# Before starting recruitment

[ ]  The Hiring Manager (HM) expresses interest in recruiting for an Accelerate to Leadership placement by sending an email to the Accelerate to Leadership Team.

Provide the following details in the email:

* Job Title
* Faculty/Department
* Recruitment dates
* Proposed start and end dates of the placement
* Scope of training and developmental opportunities
* Attach a preliminary job description if available

Subsequently, the Accelerate to Leadership Team arranges a meeting to discuss the placement, offer recruitment advice, and confirm available development support.

# Job description and person specification

[ ]  HM collaborates with the Recruitment Coordinator (RC) to finalise a Job Description and advert details.

[ ]  A job evaluation by Human Resources Business Partner is required if the role is new or has substantially changed.

# Approval to recruit

[ ]  The RC raises a job acquisition on TalentLink to be approved.

[ ]  In the 'Job Type' field, choose 'fixed term' and indicate that it is available as a secondment opportunity.

[ ]  Highlight in the comment section that this is an Accelerate to Leadership placement. Keep in mind that placement durations range between 3 to 12 months.

After submission, TalentLink will forward the position to the appropriate finance approver for confirmation.

For guidance on posting ads on TalentLink, refer to [TalentLink Training Resources](https://liveuclac.sharepoint.com/sites/UCL.StaffRecruitment/SitePages/TalentLink-Training-Resource.aspx).

# Advertising

[ ]  Once financial approval is obtained, the RC can proceed to publish the position on TalentLink for a minimum duration of two weeks, with an attached job description.

The advert should:

[ ]  Clarify that this is an Accelerate to Leadership placement, exclusively available for [eligible UCL internal staff](#_Eligibility).

[ ]  Specify in the 'About this role' section the eligibility criteria, placement duration, and application deadline (refer to note on [Redeployment](#_Redeployment)).

For instance, "This X-month Accelerate to Leadership opportunity is open to eligible internal UCL staff only. Eligible individuals include those identifying as Black, Asian, or minority ethnic; have completed probation; willing to commit 3–5 hours monthly for professional and personal development and can demonstrate they meet the placement criteria. Eligible UCL staff have until X to apply for this role”.

[ ]  List the type of development support that would be provided during the placement (see note on [Available Development Support](#_Available_development_support)).

# Application

Placement advert goes live, and applications open for candidates to apply via TalentLink.

[ ]  HM to share the link to the advert with the Accelerate to Leadership Team, who will subsequently inform network subscribers.

[ ]  HM to share link to advert with eligible staff within their own Faculty and encourage registration with [Accelerate to Leadership network](https://ucl.us17.list-manage.com/subscribe?u=02012985cfc07049743c28e58&id=713c1d7751).

# Shortlisting and interviewing

[ ]  While shortlisting, the HM must confirm that applicants meet the Accelerate to Leadership placement eligibility criteria. Successful probation completion and self-identification as Black, Asian, or a minority ethnic group are mandatory.

Please note, that applicants cannot apply for a placement which is a grade lower than their current position. Applicants are also restricted from applying for placements at their current grade unless they are at risk of redundancy. Accelerate to Leadership placements are open to redeployees at their same grade. Redeployees at risk of redundancy should be given priority consideration.

[ ]  The HM should select applicants who either satisfy the criteria outlined in the Job Description or demonstrate the potential to acquire them through training and development within the placement duration.

[ ]  If there are multiple qualified candidates, a competitive selection process must be implemented.

[ ]  As part of the recruitment process, it is expected that managers attend UCL’s [Fair and Inclusive Recruitment](https://ucl.learnupon.com/catalog/courses/2623111) workshop.

# Unsuccessful interviewed candidates

[ ]  HM should promptly notify unsuccessful candidates of the selection outcome, either verbally or via email. Upon request, the HM will offer factual and constructive feedback to all interviewed unsuccessful candidates.

# Conditional offer and induction

[ ]  Notify the Accelerate to Leadership Team about the recruitment outcome, including the candidate's name, hiring manager's name, placement title, grade, and placement start and end dates.

[ ]  Once the start date is confirmed, the HM is responsible for creating a comprehensive induction program in alignment with the [Induction and Probation Procedures](https://www.ucl.ac.uk/human-resources/policies/2017/nov/induction-and-probation-procedures).

[ ]  Agree on a development plan with the appointed candidate at the beginning of the placement, outlining the development objectives and support to be provided.

[ ]  The HM should identify potential mentors, making the final selection based on availability and alignment with the employee's developmental needs.

# Post placement and substantive post

# At the end of the placement period, if there is a substantive post connected to the placement, it must be advertised under open competition in line with UCL’s Recruitment Policy. If the placement participant applies for the substantive post, they will be considered alongside other applicants and will not receive any preferential treatment for the post.

The Accelerate to Leadership Team will invite both HM and candidate to participate in evaluation of the scheme.

# Notes

# Eligibility

* Identifies as Black, Asian or minority ethnic.
* Has completed probation.
* Is interested in gaining real work experience in a senior professional services role in UCL.
* Is willing to undertake professional and personal development to support (around 3–5 hours per month) you in your placement.
* Can demonstrate they meet the criteria for a placement.

# Redeployment

Redeployees at risk of redundancy are eligible to apply for Accelerate to Leadership placements. Redeployees should receive priority consideration if they apply and meet the essential criteria (or could meet it with reasonable training). Redeployment can only be considered at the employees existing grade or lower. Redeployment to a higher graded post is not supported under UCL’s Redeployment Policy. Departments should advertise the job to both redeployee and internal/secondment career sites on TalentLink at the same time.

# Available Development Support

* A nominated mentor of appropriate seniority and professional background.
* [Executive coaching support](http://www.ucl.ac.uk/human-resources/learning-development/career-experiences/coaching-and-mentoring).
* 360-degree developmental feedback (contact Occupation Development for more information).
* Stretch objectives setting out the outcomes to be achieved by the end of the placement.
* Monthly one-to-one meetings with the line manager to monitor and feedback on placement holder’s progress in the role.
* Tailored job-related training.
* Buddying with other senior professional services colleagues.
* All placement holders will have access to UCL’s portfolio of leadership and management training.